



CITY OF DULUTH
REQUEST FOR PROPOSALS FOR
PROFESSIONAL DESIGN SERVICES FOR CHAMBERS GROVE PARK FLOOD
RECOVERY & IMPROVEMENTS

RFP NUMBER 2015-0579

ISSUED SEPTEMBER 3, 2015

PROPOSALS DUE THURSDAY, SEPTEMBER 24, 2015

SUBMIT TO

CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 100
411 WEST 1ST STREET
DULUTH, MN 55802

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PART I

GENERAL INFORMATION

I-1. Purpose. This request for proposals (RFP) provides sufficient information to those interested in submitting proposals for the subject procurement (Project). It includes instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Proposers must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFP.

I-2. Problem Statement. The City of Duluth (City) has obtained grant funding for flood recovery and other improvements at Chambers Grove Park. This popular community park is comprised of approximately sixteen (16) acres located at the far western end of the City, along the St. Louis River. The City is seeking professional design services to redesign the park, including architectural, civil, mechanical, electrical, and landscape architecture. Additional detail is provided in **Part IV** of this RFP.

I-3. Calendar of Events. The City will make every effort to adhere to the following schedule:

Activity	Date
Deadline to submit questions via email to purchasing@duluthmn.gov.	9/11/15
Answers to questions will be posted to the City website no later than this date.	9/16/15
Proposals must be received in the Purchasing Office by 4:30 PM on this date.	9/24/15

I-4. Type of Contract. It is proposed that if the City enters into a contract as a result of this RFP, it will be an agreement substantially in the form attached as Appendix A. The City, in its sole discretion, may undertake negotiations with Proposers whose proposals, in the judgment of the City, show them to be qualified, responsible and capable of performing the Project.

I-5. Rejection of Proposals. The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-6. Pre-proposal Conference. There will be no Pre-proposal conference for this RFP. If there are any questions, please forward them to the Purchasing Office in accordance with Section I-7.

I-7. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at purchasing@duluthmn.gov **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

I-8. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website http://www.duluthgov.info/db_frames/bid_information.cfm . Although an e-mail notification will be sent, it is the Proposer's responsibility to periodically check the website for any new information

I-9. Response Date. To be considered for selection, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission.

I-10. Proposals. To be considered, Proposers should submit a complete response to this RFP to the City, using the format provided in **Part II**, providing six (6) paper copies of the Technical Submittal and one (1) paper copy of the Cost Submittal. In addition to the paper copies of the proposal, Proposers shall submit one **complete and exact** copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office or Microsoft Office-compatible format. Each proposal page should be numbered for ease of reference.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made. Please refer to Section I-18 for more information.

I-11. Signatures. An official authorized to bind the Proposer to its provisions must sign the proposal. If the official signs the Proposal Cover Sheet (Appendix **G** to this RFP) and the Proposal Cover Sheet is attached to the proposal, this requirement will be met. For this RFP, the proposal must remain valid for **120** days or until a contract is fully executed.

I-12. Small Diverse Business Information. The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers.

A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/> .

I-13. Economy of Preparation. Proposers should prepare proposals simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.

I-14. Term of Contract. The term of the contract will commence on the Effective Date and will end by December 31, 2017. The City will fix the Effective Date after City Council approval and after the contract has been fully executed by the selected Proposer and by the City and all approvals required by City contracting procedures have been obtained. The selected Proposer shall not start the performance of any work prior to the Effective Date of the contract and the City shall not be liable to pay the selected Proposer for any service or work performed or expenses incurred before the Effective Date of the contract.

I-15. Non-Collusion. By submitting a proposal, each Proposer understands, represents, and acknowledges that their proposal has been developed by the Proposer independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer.

I-16. Conflict of Interest. A conflict of interest exists if a Proposer has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. Either certify: (i) that your company is unaware of any potential conflict of interest, or (ii) indicate the potential conflict(s) and the nature of such conflict. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.

I-17. Minnesota Department of Human Rights Affirmative Action Certification. Under MN Statute §473.144, the City of Duluth may not accept any bid or proposal for a contract or execute a contract for goods or services in excess of \$100,000 with any business having more than forty (40) full-time employees within Minnesota on a single working day during the previous twelve (12) months, unless the firm or business has an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals that has been approved by the Commissioner of the Minnesota Department of Human Rights. Further, the City of Duluth may not accept any bid or proposal for a contract or execute a contract for goods or services in excess of \$100,000 with any business having more than forty (40) full-time employees on a single working day during the previous twelve (12) months in the state where the business has its primary place of business, unless the business has a certificate of compliance issued by the Commissioner of the State of Minnesota Department of Human Rights or the business certifies to the City of Duluth that it is in compliance with federal affirmative action requirements.

Each firm submitting a proposal must transmit documentation indicating the firm's compliance or exemption from the above requirements.

I-18. Minnesota Government Data Practices Act. Data supplied in response to this RFP by businesses, firms and individuals is governed by the Minnesota Government Data Practices Act in that:

- A. The information requested will be used to evaluate each proposer's qualifications.
- B. The proposer is not legally required to supply this information; however, failure to supply the information requested may result in that Proposal receiving lesser consideration and a determination by the City of Duluth that the Proposal is non-responsive.
- C. The public is authorized to receive the information that is not classified by law as private, confidential, or non-public data. The proposer is responsible to clearly identify any data classified by law as private, confidential or non-public data and to provide the specific basis for the classification when the data is submitted to the City of Duluth.

I-19. Suspension/Debarment. By submitting a proposal, the Proposer certifies that it is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government, and if the Proposer cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.

I-20. Notification of Selection. Proposers whose proposals are not selected will be notified in writing when contract negotiations have been successfully completed and the City has received the final negotiated contract signed by the selected Proposer.

PART II

PROPOSAL REQUIREMENTS

Each Proposal shall consist of a Technical Submittal, which shall be a response to RFP **Part II, Sections II-1 through II-8**; and a Cost Submittal, in response to RFP **Part II, Section II-10**.

II-1. Statement of the Problem. State in succinct terms your understanding of the services required by this RFP.

II-2. Management Summary. Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

II-3. Work Plan. Describe your technical plan for accomplishing the work. Use the specification in **Part IV** of this RFP as your reference point. If more than one approach is apparent, comment on why you chose this approach.

II-4. References. Include experience in providing professional design services and construction management services. Highlight your successes with projects involving coordination with multiple stakeholders, and projects with high public visibility and interest. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Include the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

II-5. Personnel. Include the number of personnel who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the Project. For all members of the design team, include the employee's name and, through a resume or similar document, their education and experience. Indicate the responsibilities each individual will have in this Project and how long each has been with your company. Identify by name any subcontractors you intend to use and the services they will perform.

II-6. Changes to Standard Contract. The Proposer will identify any exceptions to the proposed contract (contained in **Appendix A**) it would like to negotiate and any additional terms and conditions the Proposer would like to add by including a red-lined version of the contract with its proposal. Failure to make a submission under this paragraph will result in its waiving its right to do so later, but the City may consider late objections and requests for additions if to do so, in the City's sole discretion, would be in its best interest. The City may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions. The Proposer shall not request changes to the other provisions of the RFP, nor shall the Proposer request to completely substitute its own terms and conditions for **Appendix A**. The City will not accept references to the Proposer's, or any other, online guides or online terms and conditions contained in any proposal.

Regardless of any objections, the Proposer must submit its proposal, including the cost proposal, on the basis of the standard agreement set out in **Appendix A**. The City will reject any proposal that is conditioned on the negotiation of the contract attached as **Appendix A or to other provisions of the RFP**.

II-7. Cost Submittal. The Cost Submittal shall be placed in a separate sealed envelope within the sealed proposal, separated from the technical submittal. The total proposed cost shall be broken down into the following components:

Lump sum cost for the design phases, showing a breakdown of estimated hours and costs for each phase (schematic design, design development, construction documents, bidding, etc.)

Lump sum cost for the construction management phase, showing a breakdown of estimated hours and costs.

Estimated reimbursable expenses.

Please provide a rate sheet showing personnel costs per hour.

The City will reimburse the selected Proposer for work satisfactorily performed after execution of a written contract and the start of the contract term, in accordance with contract requirements, and only after the City has issued a notice to proceed.

PART III

CRITERIA FOR SELECTION

III-1. Requirements. To be eligible for selection, a proposal must be received prior to the deadline for submission and properly signed by the Proposer. The City reserves the right, in its sole discretion, to (1) waive any technical or immaterial nonconformities in an Proposer's proposal, (2) allow the Proposer to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Proposer's proposal.

III-2. Evaluation. The City has selected a committee of qualified personnel to review and evaluate the proposals. The Proposer whose proposal is determined to be the most advantageous to the City will be selected for contract negotiations.

III-3. Evaluation Criteria. The following criteria will be used in evaluating each proposal:

A. Technical – 75%

The City has established the weight for the Technical criterion for this RFP as 75% of the total points. Evaluation will be based upon the following in order of importance:

Understanding of the Project	25%
Qualifications of the Proposer and Personnel	25%
Work Plan	25%

The City reserves the right to eliminate from the selection process any proposal that scores below to 70% of the total available technical points.

B. Cost – 25%

The City has established the weight for the Cost portion for this RFP as 25% of the total points. Cost points are calculated by giving the proposal with the lowest total cost the maximum number of Cost points available.

PART IV

WORK STATEMENT

IV-1. Objectives. The City of Duluth proposes to use \$1 million in Parks and Trails Legacy Grant Funds from the Minnesota Department of Natural Resources (MnDNR) for flood recovery and improvements to Chambers Grove Park, which is located within the Fond du Lac neighborhood. Successful completion of this project will accomplish three goals: a) make whole the park which was severely affected by the historic June 2012 flood, b) update and improve a well-used, beloved park, bringing it into ADA compliance and elevating it to Regional Park status and c) comply with the City's economic and community development goals for the St. Louis River Corridor. The restoration and redevelopment of the St. Louis River Corridor is a priority in recently completed neighborhood, City, State and multi-jurisdiction land-use and development plans.

Some of the improvements to Chambers Grove that are being proposed include providing a trail head for the western terminus of the Duluth Traverse Trail and the Gateway Flow base trail, a wet meadow of native plant species, new boardwalk trail to the quarry remains in the woods, new accessible toilet facility, improved parking and access road, new playground, a canoe/kayak put-in location and an accessible fishing location. A complete list is provided in Part IV-1, Tasks.

Chambers Grove Park will reopen to the public in the spring of 2017.

IV-2. Background, Nature, and Scope of the Project. Chambers Grove Park encompasses 15.93 acres at the far western end of the City, situated along the St. Louis River. The parcel number is 010-2730-00900 and the address is 100 North 134th Avenue West. Chambers Grove is a popular community park with numerous weddings, reunions, birthdays and other special events held in the park each summer.

In addition, Chambers Grove Park provides a trail head to a biking system that encompasses 100 miles of trails across the length of Duluth. The park is located in the Fond du Lac neighborhood, the original development of what we now know as Duluth. This neighborhood is soon to host 21.6 miles of new off road bike trails, currently under construction, that will attract people from throughout the region.

The Fond du Lac neighborhood and the park have a rich history. Fond du Lac (French for "head of the lake") was the site of an Ojibwe settlement in the 16th through 19th centuries. The 1826 and 1847 Treaties of Fond du Lac were signed at Fond du Lac. A village was platted in 1856 and incorporated in 1857. In 1895, the city of Duluth annexed Fond du Lac.

The fur post at Fond du Lac was first built in 1908 by John Jacob Aster for his American Fur Company. The fur post ruins, actually located further up the St. Louis River at what is today Historical Park (formerly Astor Park), lasted until 1900. After the War of 1812 forced the British out of the fur trade, Astor fortified the post with a fort in 1816. The fort

was recreated in the 1930's by the Works Projects Administration and, after falling into neglect and disrepair, was destroyed in 1968. In 1869, Michael Chambers purchased property in Fond du Lac which included a brownstone quarry. Using stone from the quarry, Chambers and his wife, Emily, built an elaborate home on the property that was destroyed by a suspected arson fire in 1891. The mansion was never rebuilt. Michael Chambers died in 1895, but the ruins of his home were not removed until 1912. Few remnants of the home remain in the park. Before Emily Chambers' death in 1926, the City of Duluth purchased 577 acres from her. Ten of those acres east of the quarry and the home site were developed into Duluth's Chambers Grove Park.

Because of its previous boardwalk and accessible fishing piers, the park has been a well-used on-shore fishing location for locals. Over the years the retaining walls along the river edge started to shift and move, allowing the river flow to undermine the backfill. As a result, the boardwalk heaved each winter/spring. The City was in preliminary stages of looking at these issues when the flood of June 20, 2012 hit the Duluth area. Chambers Grove was directly affected by the overflow of the St. Louis River which deposited substantial amounts of debris and sediment throughout the park; infilling the water retention pond and trench system. The seawall was compromised further and the boardwalk sustained damage. In order to address these issues, the City has broken down the overwhelming amount of recovery into three projects, each with their own funding: a) river restoration, b) storm water management, and c) overall park flood recovery and improvement, which is the focus of this RFP.

Although the other projects are not fully included in the scope of this RFP, the awarded firm will be expected to coordinate efforts and work collaboratively with the other stakeholders involved.

- a. **River Restoration Project (Out of Scope).** Chambers Grove is a reach of the St. Louis River near the Fond du Lac neighborhood north of the highway 23 bridge. The section of the river between the Fond du Lac Dam and highway 23 is designated as critical spawning area for Lake Superior migratory fish species including lake sturgeon, walleye and long nose sucker. A City Park was built adjacent to the river in the 1960's and work was done to stabilize the river bank. A public walkway and fishing pier were built on the revetment, however, they have been damaged by recent floods. The City of Duluth is now pursuing repairs to the Park infrastructure. Recognizing this as an opportunity to restore shoreline and improve spawning habitat for critical fish species, the St. Louis River Area of Concern partners are working with the City to integrate habitat restoration with their planned park improvements. Softening the edge provides a number of advantages to the Park including elimination of seawall maintenance, better accommodation of future flooding, improved access to the water, and improved fishing habitat. The main benefit is that long term maintenance of the Park will be less costly. For all these reasons, the City has agreed to work with the DNR, The Army Corp of Engineers, and the Minnesota Land Trust to collaboratively design and implement the removal of the existing sheet metal piling and the gabion retaining wall systems with a replacement of a softened edge.

The River Restoration project is currently under construction with Viet acting as the General Contractor. It is scheduled be completed fall 2015.

- b. Storm Water Management Project (Design - Out of Scope, Construction Administration – In Scope).** The City is aware of the impact proposed improvements will have on the existing sediment pond and associated drainage into the St. Louis River. Two catch basins receive much of the run off from the area around the picnic pavilion and paved entrance drive and empty directly into a sediment pond, slowing and cooling the run off, and trapping contaminants before flowing into the St. Louis River. Currently the pond and trench are filled with sediment from the 2012 flood, and do not function as intended. It is the City's plan to remove the sediment and improve the aesthetics and functionality of the holding pond by implementing a bio-swale and/or rain garden.

The Storm Water Management project will be designed by the City Engineering Department at the same time as the Park Improvements Project, and will be constructed along with the Park Improvements, under the same construction contract. The City of Duluth is anticipating that the design and construction documents for the Park Improvements will be completed over the winter of 2015-2016. Bidding for the construction project will take place late winter with the construction to start early spring of 2016, running through the calendar 2016 year.

Construction Administration of the Storm Water Management project must be included as part of the services provided in your proposal.

- c. Park Flood Recovery and Improvements (In Scope).** For this project, the City of Duluth is focusing on overall improvements to Chambers Grove Park. With the imminent creation of many miles of mountain bike trails in the Fond du Lac area, and the connection to the Duluth Traverse Trail with over 100 miles of bike trails, this park is slated to become a park of regional significance and a hub for numerous recreation opportunities. Chambers Grove will soon become a premier park for Duluth and region. Numerous improvements to the park are being proposed within this project. This project will work collaboratively with the other two projects to collectively bring Chambers Grove into a Regional Park status.

IV-3. Requirements. This project is funded by Parks and Trails Legacy Grant Funds from the Minnesota Department of Natural Resources. The awarded firm will be expected to provide any and all information needed to comply with the requirements of the grant.

IV-4. Tasks The design professional selected for this project will work within the established program, upon which the Grant was written, working through the typical phases of a design project: Schematic Design, Design Development, Construction Documents, Bidding and Construction Administration. The design professional will be responsible for coordinated efforts with all associated agencies including MnDNR,

Minnesota Land Trust, Army Corp of Engineers, SHPO, THPO, City of Duluth, Parks Commission, City Council, and Fond du Lac neighborhood.

The following is a list of specific improvements that the City intends to accomplish with this Project:

- Trail head at Western Terminus of Duluth Traverse Trail
- Trail head for Gateway Flow base trail
- Embankment stabilization
- Wet meadow
- Replacement of existing toilet building with new ADA compliant facility
- Improved Parking and Access Road
- Improved pathways and walking trails
- Bike racks
- Accessible Playground with a unique theme
- Canoe/kayak put in spot
- Swimming Access
- ADA compliant Fishing Access
- Accessible grills, picnic tables, benches, trash receptacles
- Retain/relocate existing wedding gazebo
- Relocate WWII Veteran Memorial
- New monumental Park Sign
- Dumpster Screening
- Improved accessibility to existing Picnic Pavilion
- Native tree planting and landscaping
- Solar powered LED lighting throughout park
- Boardwalk pathway through the woods into the historic quarry
- Historical representation with kiosks and signage

IV-5. Reports and Project Control. Four public meetings will be required for presentation of progress plans, with reports and handouts to be provided to the public. Bi-weekly design meetings through the Construction Documents phase will be led by the design professional, with reports and handouts to be provided to the Project Design Team. Once construction starts, weekly construction meetings on site throughout the duration of the project construction will be led by the design professional. Reports and handouts will be expected to be provided to the Project Team.

**APPENDIX G - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 15-0579
PROFESSIONAL DESIGN SERVICES FOR CHAMBERS GROVE PARK FLOOD
RECOVERY & IMPROVEMENTS**

Proposer Information:	
Proposer Name	
Mailing Address	
Website	
Contact Person	
Contact Person's Phone Number	
Contact Person's Facsimile Number	
Contact Person's E-Mail Address	
Federal ID Number	

Submittals Enclosed and Separately Sealed:	
<input type="checkbox"/>	Technical Submittal
<input type="checkbox"/>	Cost Submittal

<i>Signature</i>	
Signature of an official authorized to bind the Proposer to the provisions contained in the proposal:	
Printed Name	
Title	